



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-07**

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Human Resources Assistant, FSN-8**

OPENING DATE: **February 23, 2017**

CLOSING DATE: **Open until filled**

WORK HOURS: Full-time; 45 Hours/5 days per week

SALARY: **FSN-8** (Salary approx. Tk. 1,03,400 per month)

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (lower
than the position grade)**

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Human Resources Assistant** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

**BASIC FUNCTION:**

The Human Resources Assistant (HRA) serves in the Human Resources Section of the Executive Office, USAID/Bangladesh. S/he is responsible for a wide variety of human resources (HR) activities dealing with all employee types – U.S. direct hires (USDHs), US personal services contractors (USPSCs), foreign service nationals (FSNPSCs), and third country nationals (TCNPSCs). The HRA provides advice, counsel, and technical guidance to Mission staff on a full range of HR matters, such as personnel actions, performance evaluations, entitlements, medical benefits, health and accident coverage (HAC), and provident fund eligibility. S/he plays a major role under the supervision of the HR Specialist (HRS) in recruitment at USAID/Bangladesh. The HRA assists the HRS in the preparation of new position classifications and re-classifications. The HRA executes PSC personnel actions, prepares vacancy announcements, negotiates personal services contracts on behalf of the Contracting Officer (CO), prepares and modifies contracts, maintains employee data, monitors performance evaluations, processes awards, oversees employee insurance coverage, and maintains employee files and records.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the HRS, plays a significant role in recruitment efforts. Prepares vacancy announcements and submits them for announcement. Monitors the selection process, contract execution, and eventually the orientation of new personnel. Screens applications against selection criteria and the position description (PD) – e.g., desired/required qualifications, prior work experience, knowledge, skills and abilities, and language proficiency. Refers eligible applicants to a selection panel. Reviews the completed application for security certification prior to sending it to the Regional Security Office (RSO) for security investigations. Conducts the English and technical tests for short-listed candidates. Maintains close relations with the US Embassy local security officials and RSO in order to receive security clearances for new hires. Requests the Embassy-designated physician to conduct pre-employment medical examinations. Once the final selection is made, negotiates salary based on the Local Compensation Plan and in accordance with USAID personal services contracting procurement regulations. Prepares budgets, MAARDs and contracts for new recruits according to the established contracting procedures. Ensures the contract is signed by both the contractor and the contracting officer (CO) on behalf of the United States Government. Enrolls new recruits in the local health insurance and provident fund plans. Orients new hires and prepares arrival packets. Modifies contracts of existing FSNPSCs to obligate/de-obligate funds, increases the total estimated contract costs, extends the period of contracts,



and terminates contracts. Closes out FSN contracts when needed.

Classifies the non-technical and technical PDs from junior level to the most senior level positions. Researches background and supplemental information to determine whether the desired qualifications and position elements are properly addressed in order to classify the position adequately. Provides copies of appropriate classification guidelines and assistance to offices.

This position often requires careful analysis and study, including researching and interpreting appropriate regulations and procedural guidance. The HRA maintains and monitors the following actions:

- Responsible for the USAID Mission staffing pattern and reporting to USAID/Washington. Reviews and inputs data in USAID HR software to reflect changes to existing ceilings, new positions, vacancies, and organizational changes to ensure the staffing pattern is accurate.
- Prepares budgets for FSNPSCs for mass forward funding documents and contract modifications on a timely basis for the transmission to USAID/Washington.
- Provides U.S. Direct Hires and USPSCs check-in and check-out papers as needed.
- Supports the Mission's incentive awards program for FSNs, USDHs, and USPSCs. Receives nominations and obtains background information related to nominees; screens nominations to ensure that regulations are followed; forwards nominations and related information to the STATE/HRO for the Mission-wide Joint Awards Committee (MJAC). Liaises with STATE/HR Office regarding award nominations and prepares certificates and forwards pins for presentation at the Awards Ceremony. Prepares annual awards reports for transmittal to USAID/Washington.
- Sends raters reminders for annual and interim performance evaluations of FSNs and prepares JF-62s for the implementation of within-grade-increases (WGIs). Prepares delinquent reports for the EXO's review and actions.
- Responsible for pre-departure actions of FSNs traveling internationally for training/TDY, e.g., sending the nominated person to the physician authenticated by the Embassy. Reviews and shares reports with the Executive Officer for review and prepares a waiver for the Mission Director's approval for Mission's liability on pre-existing conditions. Enrolls employees traveling on official business in Health and Accident Coverage (HAC) insurance.
- In absence of the HRS, s/he may assume full responsibility for the Human Resources Section and refers unusual problems/inquiries to the Deputy Executive Officer. S/he performs other duties as



assigned.

- Human Resources Operations/USPSC Contracting Functions:
- Manages Hiring of U.S. Resident hire Personal Services Contract (USPSC) employees.
- Advertises USPSC positions in local newspapers, the US Embassy Jute bulletin and other outlets as required.
- Manages the creation of Technical Evaluation panels (TEP) ensuring that Appendix D of the AIDAR is followed.
- Creates contracts for USPSC Resident and Off Shore Hires, utilizing the General Provisions in Appendix D of the AIDAR and other relevant guidance contained in AAPDs, CIBs, and FAR.
- Arranges for selected candidates to complete the required security and medical paper work and distributes it accordingly.
- Creates modifications to USPSC contracts as needed for budgetary and administrative changes and updates.
- Monitors guidance on USPSCs and ensures that files and contracts are kept up to date.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** A university degree in human resources, business administration, training, or other relevant degree is required. *(You must attach a copy of your certificate along with your application form.)*
- 2. Prior Work Experience:** Five years of progressively responsible experience in human resources (personnel management, recruitment, position classification or a closely related field) is required.
- 3. Knowledge:** A comprehensive working knowledge of personnel policies and procedures, Bangladesh labor laws, and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement.



4. **Skills and Abilities:** Must be highly organized, discreet, and customer oriented. Must possess strong communication skills (both oral and written), be able to communicate with tact and diplomacy, and be able to work effectively with employees at all levels of an organization. Must possess outstanding skills with MS Office products – Word, Excel, PowerPoint – and the capacity to learn new software applications.
5. **Language Proficiency:** Level IV English and Bangla skills are required for writing and speaking. At this level an employee is required to process a high degree of proficiency in both written and spoken English.

English Language proficiency will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted or reassigned to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link: [Application Form AID-302-3](#)
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:



- I) A passport size photograph (taken within six months), and;
- II) A copy of Passport or Voter ID or Driver's License, and;
- III) A copy of educational or trade school certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

WHERE TO APPLY:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief. Women and members of minority communities are encouraged to apply

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